

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 95TH DIVISION (INSTITUTIONAL TRAINING)  
5316 SOUTH DOUGLAS BOULEVARD  
OKLAHOMA CITY, OKLAHOMA 73150-9704

REPLY TO  
ATTENTION OF

S: 17 April 2001

AFRC-TOK-PR (140)

16 January 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Staff Officer Vacancy

1. Reference AR 140-10, Assignments, Attachments, Details, and Transfers.

2. Applications are now being accepted for the following position as indicated below:

**Chaplain, HQ, 95<sup>TH</sup> Division (IT), Oklahoma City, OK; GRADE: Colonel;  
Branch: CH; AOC: 56A: Position available upon selection.**

3. Applicants will possess the following prerequisites:

- a. Be presently in the grade for the position or selected for promotion.
- b. Meet the physical fitness and height/weight standards as outlined in AR 350-15 and AR 600-9.
- c. Have three (3) years of service remaining prior to mandatory removal date (waiverable).
- d. Must reside within commuting distance (50 miles) of the advertised position vacancy. If, not, the applicant must complete the statement shown at enclosure 4.

4. Applications are to be submitted to this headquarters, ATTN: AFRC-TOK-PR (Mr Ryan), to arrive not later than 17 April 2001. The application will consist of the following items:

- a. A transmittal letter depicting the position for which you desire to be considered. Include both business and home telephone numbers, as shown at enclosure 1.

- b. Official photograph IAW AR 640-30 taken within the last twelve (12) months showing applicant in Class A uniform wearing all authorized awards and decorations. Applicant will prepare a standard label and type rank, name, SSN, height, weight, and date. This label will be signed by the applicant and affixed to the reverse bottom of the photograph.

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- c. Biographical Summary, as shown at enclosure 2.
  - d. Verified up-to-date copy of DA Form 2B (PQR).
  - e. DA Form 2-1, signed and dated by the applicant or DA Form 4037 , (Officer Record Brief) for IMA/IRR Officers.
  - f. Copy of applicants last three (3) Officer Evaluation Reports (OER).
  - g. Commander's statement shown at enclosure 3.
  - h. Statement of Travel Distance, if applicable, shown at enclosure 4.
  - i. The application will be fastened to the right side of a plain manila folder with two prong (Eco) fastener (minus top). A label will be prepared and placed in the left edge of the manila folder with rank and name typed (see example).
- 5. Application packets may be forwarded directly to this headquarters.
  - 6. Qualified applicants will be notified of the personal interview schedule, if applicable.
  - 7. POC is Mr Jim Ryan, 405-419-8305, 800-427-6995 ext 305, DSN 884-3811/3529 ext 305, Fax 405-419-8341, E-Mail RyanJL@usarc-emh2.army.mil.

FOR THE COMMANDER:

5 Encls

- 1. Transmittal Ltr
- 2. Biographical Summary
- 3. Commander's Statement
- 4. Travel Statement
- 5. Sample Packet Arrangement

**//ORIGINAL SIGNED//**

MARK S. KOPSKY  
COL, GS, USAR  
Deputy Chief of Staff,  
Personnel